



**INDIAN OIL CORPORATION LTD.**  
(Refineries Division)  
**PANIPAT REFINERY & PETROCHEMICAL COMPLEX**

**Advertisement No. PR/P/SRD-PwBD/39 (2017-18)**

**Date: 10-10-2017**

- On-line registration of application commences from **10-10-2017** and closes on **03-11-2017**
- The link to the On-line registration of the application has been hosted on the website [www.iocrefrecruit.in](http://www.iocrefrecruit.in)
- The Written Test is likely to be held in the month of **December 2017**

**Special Recruitment Drive for Persons with Benchmark Disability (PwBD)**  
**(With Relaxed Standards)**

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" Company requires result oriented experienced Personnel in the PwBD Category with initiative and enterprise for its Panipat Refinery & Petrochemical Complex, Panipat Haryana.

**On-Line Applications** are invited from eligible and interested Persons with Benchmark Disability (PwBD) of Indian Nationality for the following posts in the **Pay scale of Rs. 11,900 – 32,000/-**

Sl. No.	Name of the Post	Post Code	Discipline	No. of Post	Identified Disabilities*
1	Junior Engineering Assistant-IV (Instrumentation)	119	Instrumentation Maintenance	4	1. PV – Low Vision
2	Junior Engineering Assistant-IV (Power & Utilities – O&M)	120	Electrical Maintenance	7	2. PH – Hard of Hearing
3	Junior Engineering Assistant-IV (Mechanical-Fitter-cum-Rigger)	121	Mechanical Maintenance	1	3. PL – Musculoskeletal (OH - OA/OL), Dwarfism, Acid Attack Victim, Cerebral Palsy, Leprosy Cured
4	Junior Materials Assistant-IV	112	Materials	1	4. Multiple (A Combination of above)
5	Junior Accounts Assistant-IV	110	Finance	6	

\*Abbreviations: P=Physical, V= Visual, H=Hearing, L=Locomotors, O - Orthopaedic; H= Handicap OA-one arm, OL=one leg.

1. Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines "person with benchmark disability" as a person duly certified by the certifying authority with:
  - not less than 40% of a specified disability where specified disability has **not been defined** in measurable terms and
  - a disability where specified disability has been **defined** in measurable terms.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, failing which their candidature as PwBD candidates will not be considered. Panipat Refinery, Indian Oil Corporation Limited is engaged in hazardous operation. Deployment of PwBD other than those shown as "Identified Disabilities" above, is likely to put them at serious risk, hence not included.

Persons with Benchmark Disabilities (PV, PH and PL) must be capable of performing the task assigned to them.

2. The candidates meeting the prescribed qualification and experience criteria, upon declared successful, may be considered to be appointed as 'Trainees' for a period of 12 months on a consolidated stipend of Rs.20,000/- p.m. They shall be on the rolls of the Corporation and upon satisfactory completion of training shall be placed in the respective functional areas in regular scale of pay.

**A. Qualification & Experience Criteria:**

Sl. No.	Name of the Post	Post Code	Qualification (Regular Full Time Recognised Courses)	Area of Experience
1.	Junior Engineering Assistant-IV (Instrumentation)	119	3 years Diploma in Instrumentation/ Instrumentation & Electronics / Instrumentation & Control Engineering from a recognized Institute/ University with relaxed minimum of 40% marks in aggregate.	Minimum one year of post qualification experience in Maintenance of Modern instrumentation control system like DCS, PLC with electronic field instrumentation, Control Valve, Smart Positioners, loop configuration, online Analyzers condition monitoring, cabling, earthing etc. in a Petroleum Refinery/ Petrochemicals/ Heavy Chemical/ Fertilizers/ Power Plants/ Gas Processing Industry / large industrial establishments.
2.	Junior Engineering Assistant-IV (Power & Utilities -M)	120	3 years Diploma in Electrical Engineering from recognized Institute/ University with relaxed minimum 40% marks in aggregate.	Minimum one year of post qualification experience in operation/ maintenance of Power Generators/ Distribution Sub-Stations (LT & HT at 0.4 KV & 6.6 KV level or above respectively)/ Maintenance of HT/LT Switch gears (PCC/MCC)/ Transformers/ Motors/ ACBs/VCBs/UPS / Battery Chargers/ Variable speed drives/ protective relays including electromagnetic/ Static/ Numerical relays in Petroleum Refinery/ Petrochemicals/Heavy Chemical/ Fertilizers /Power Plants/ large industrial establishments.
3.	Junior Engineering Assistant-IV (Mechanical-Fitter cum Rigger)	121	3 Diploma in Mechanical Engineering from recognized Institute/ University with relaxed minimum of 40% marks in aggregate. <b>OR</b> Matric with ITI in Fitter Trade with Pass class	Minimum one year of post qualification experience in maintenance/ overhauling of rotary equipments such as Compressors, Gas/ Steam Turbines, Boilers, Columns, Valves, Pumps, Mechanical Seals/ Dry Gas Seals, Bearings (Journal/Anti-friction), Safety Valves, etc. in a Petroleum Refinery/ Petro-chemical/ Heavy Chemical/ Fertilizers/ Power Plants/large industrial establishments.
4.	Junior Materials Assistant- IV	112	3 years Diploma in Mechanical/ Electrical/ Instrumentation Engineering from recognized Institute/ University with relaxed minimum of 40% marks in aggregate.	Minimum one year of post qualification experience in Materials Department (Purchase, Stores & Inventory management) in any industrial establishment with computer proficiency. Working Knowledge of ERP Systems like SAP etc. will be preferred.
5.	Junior Accounts Assistant- IV	110	B.Com with relaxed minimum of 45% marks in aggregate from a recognized Institute/ University.	Minimum one year of post qualification experience in Accounts, Finance, Taxation, Purchase Department in any office/establishment with computer proficiency. Working knowledge of ERP Systems like SAP etc. will be preferred.

*Note: The period of Apprenticeship training in the relevant trade undertaken by a candidate shall be considered towards experience. No relaxation in the prescribed experience criteria shall be allowed.*

**B. Important Instructions:**

1. A candidate is allowed to apply for only one discipline, In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
2. Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered claimed by a candidate.
3. A qualification acquired through Part-Time/Correspondence/Distance Learning mode shall render the candidate ineligible.
4. Qualification of M.Com for the post of Junior Accounts Assistant – IV shall not be considered a disqualification. However, percentage requirement shall be applied on graduation level exam only.
5. A Sandwich Diploma Course (with industrial training as part of the course with no break) shall be considered eligible.
6. Diploma under recognized lateral entry scheme (Class – XII (Sc.)/ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
7. Regular full time ITI (Fitter) course recognized by NCVT/SCVT shall also be considered.
8. The criteria for full time regular course shall not be insisted upon in case of PwBD Ex-Servicemen (ESM - PwBD), provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognised by AICTE/MHRD, GoI and have secured the prescribed minimum percentage of marks.
9. Ex-Servicemen (with PwBD) claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry.
10. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
11. Candidates possessing higher professional qualification such as BE MBA, MCA, CA, LLB or any such equivalent qualification shall not be eligible.
12. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, etc.
13. Suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
14. Large Industrial Establishment would mean industrial/manufacturing Units whose investment in plant & machineries exceed Rs.10 crores and which has been in operation.
  - Candidates shall be required to attach a copy of the relevant page of the last published Balance Sheet of the establishment with the physical application under self-certification by the candidate.
  - Candidates employed directly or by any agency (including a contractor) in a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor alongwith the page of the balance sheet the Large Industrial Establishment.
  - For **Ex-Servicemen (ESM - PwBD)**, a declaration of same area of work experience will be sufficient and no document will be required.

**C. Reservation for PwBD candidates belonging to SC & OBC categories:**

1. Reservation for PwBD candidates belonging to SC, ST & OBC categories shall be as per the percentage prescribed for recruitment applicable to the respective State and shall be applied horizontally taking all the post notified collectively.
2. For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in the format prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Dept of Personnel & Training, Govt of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993.
3. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply against the UR positions provided they meet the age criteria applicable to General Category candidates and indicate their category as "UR". Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation. Relevant List can be viewed at <http://www.nbc.nic.in>.
4. Govt of India has reviewed Creamy Layer concept on 30th Aug 2017, defining Creamy Layer as under:
  - i. Income – Parents Annual Income exceeds Rs 8.00 Lakhs
5. Prescribed reservation for PwBD & Ex-Servicemen (ESM - PwBD) will be applied on horizontal basis as per Govt. Guidelines.

**D. Other concessions/Relaxation :-**

1. PwBD candidates called for Written Test and Skill/Proficiency/Physical Test will be reimbursed single IInd class rail fare from the nearest railway station of the mailing address to the place of Written Test and Skill/Proficiency/Physical Test and back by the shortest route on production of ticket, provided the distance is not less than 30 kms. Fare reimbursement shall be made through online payment system. Candidates are advised to submit their Bank detail in the format provided at **Annexure – I** to the IOCL Officials at the time of Written Test and Skill/Proficiency/Physical Test for reimbursement of fare (Travelling Allowance).
2. PwBD candidates are exempted from payment of application fee.

**E. Age limit/Relaxation**

1. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.
2. Minimum 18 years and Maximum age shall be 36 years.
3. Relaxation in age upto 5 years for SC and 3 years for OBC candidates shall be allowed.
4. Relaxation in age for Ex-Servicemen (ESM - PwBD) will be allowed as per Govt. guidelines.
5. Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed.
6. The period of Apprenticeship training in an industry, covered under the experience criteria notified in this advt. relevant to a post, will be considered for relaxation in age.

7. A period of Apprenticeship training in an industry, covered under the experience criteria notified in this advt. relevant to a post, may be considered for relaxation in age. However in such cases, relaxation towards age shall not be available.

**F. Date of reckoning Eligibility criteria:**

The date for the purposes of possession of qualification, experience and meeting age criteria shall be **30.09.2017**.

**G. Pay & Perks:**

Besides Pay and Industrial pattern of DA, the other allowances/benefits include HRA, subsidized housing accommodation (as per availability), medical facilities, Productivity/Performance Related Pay, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, Group Saving Linked Insurance, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per Corporation Rules.

**H. Selection Methodology**

1. Selection shall be on the basis of performance in Written Test of two hours duration and Skill/Proficiency/Physical Test (SPPT) which will be of qualifying nature with no marks to be assigned.
2. Candidates securing the relaxed minimum of 30% marks in the written test may qualify for Skill/Proficiency/Physical Test (SPPT).
3. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for SPPT or the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
4. Shortlisted candidate, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing the relaxed minimum qualifying marks in the written test, will be required to undergo Skill/Proficiency/Physical Test (SPPT) to be conducted by separate committees duly constituted for each post.
5. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names, in proportion to the prescribed ratio, will get eliminated.
6. Category-wise merit list shall be drawn on the basis of marks obtained in the Written Test only, consisting of names of only such candidates who have qualified the SPPT.
7. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list. However the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position which drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
8. The candidature of the applicant would be provisional and subject to subsequent verification of certificate/testimonials, experience etc. At any stage of the selection process, if it is found that the candidate has furnished, false or incorrect information, the candidature/appointment of the candidate will be cancelled.

9. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for appointment, if some of these vacancies are not filled due to unsuitability of available candidates of insufficient in number of candidates.
10. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection and cancellation of the selection process either in part or full etc. No correspondence will be entertained in this regard.

**I. Pre-Employment Medical and Physical Fitness:**

PwBD Candidates except for the handicap must be within the normal range all other physical standard. They are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standard. Candidates are advised to go through the "Guidelines and criteria for Physical Fitness for pre-employment medical examination" and satisfy themselves of meeting the fitness criteria before starting the application submission process before they commence the application process. The guidelines are available in the following link:

[https://www.iocl.com/peoplecareers/pre-employment\\_guiding\\_principles11th\\_mar\\_2011.pdf](https://www.iocl.com/peoplecareers/pre-employment_guiding_principles11th_mar_2011.pdf)

**J. Liability to Declare:**

1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above shall make a declaration to this effect while submitting their application.
2. A candidate found UNFIT during medical examination conducted by any refinery unit while seeking engagement as an apprentices in the past also be required to declare the same with reasons for being declared UNFIT.

**K. General Instructions:**

1. Candidates are advised to carefully read the full advertisement for details of educational qualification, experience and other eligibility criteria before submission of on-line application.
2. Candidates employed in Govt./Govt. Departments/PSUs/Autonomous Bodies will be required to submit NO OBJECTION CERTIFICATE at the time of Written Test, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Test (SPPT). Such candidates, if offered an appointment, shall be required to submit a proper RELEASE ORDER from their employer at the time of joining, without which they will not be allowed to join.
3. Rules/guidelines, as may be prescribed by the Govt/framed by the Corporation from to time, shall apply.

**L. How to Apply: On-line Application Form**

1. Before applying on-line, a candidate must have an active email ID and mobile phone number which must remain valid for at least twelve months period for future communication (including issue of Call Letter).
2. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, Disability Certificate, and scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) ready before applying on-line. The photograph and signature in digital form will be required to be uploaded.
3. Candidates meeting the prescribed eligibility criteria for a post may visit the website [www.iocrefrecruit.in](http://www.iocrefrecruit.in) and apply on-line. On-line portal will remain open from **10-10-2017** to **03-11-2017**. Only online mode of applications will be accepted.

4. After successfully applying/registering on-line application, the candidates must take a print out of the filled in on-line application form. The printout along with all supporting documents as mentioned in the check list attached at **Annexure – II** is required to be sent by ordinary post **to the Dy. General Manger (Human Resources), HR Department, Panipat Refinery & Petrochemical Complex, Panipat, Haryana-132140**. Printout of online application received after last date **17-11-2017** shall be treated as "Rejected"
5. Candidates are advised to carry a copy of the application & self-authenticated copies of all testimonials along with originals documents and produce the same at the time of SPPT for verification.
6. Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or applications received after last date of receipt of applications (in physical form) shall be treated as "Rejected".
7. Further information regarding written examination, call letters, results, etc. shall be made available through this website [www.iocl.com](http://www.iocl.com) or over email. Candidates are, therefore, advised to keep visiting the website regularly.
8. Canvassing in any form is liable to render the candidate ineligible.
9. Queries, if any, may be addressed to the following e-mail id: [t\\_pasi@indianoil.in](mailto:t_pasi@indianoil.in) / [mehradk@indianoil.in](mailto:mehradk@indianoil.in) / [yashwentyadav@indianoil.in](mailto:yashwentyadav@indianoil.in) Contact number 01802522043 / 01802522048 / 01802522037

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**Important Dates for Candidates:**

DATE OF OPENING OF ONLINE APPLICATION	: <b>10-10-2017</b>
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	: <b>03-11-2017</b>
LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS	: <b>17-11-2017</b>
LIKELY DATE OF WRITTEN TEST	: <b>03-12-2017</b>
LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT	: <b>03-12-2017</b>

For Clarification(s)

Contact on Phone No. 01802522043 / 01802522048 / 01802522037 or e-mail to : [t\\_pasi@indianoil.in](mailto:t_pasi@indianoil.in) / [mehradk@indianoil.in](mailto:mehradk@indianoil.in) / [yashwentyadav@indianoil.in](mailto:yashwentyadav@indianoil.in)

Canvassing in any form is liable to render a Candidate Ineligible

**Be Aware of Frauds**

**Recruitment in Indian Oil are undertaken only through Employment Exchange/Press Notification**

**Advt. No. PR/P/SRD-PwBD/39 (2017-18)**

**BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT THROUGH ONLINE MODE  
(ONLY FOR SC/ST/PWD CANDIDATES)**

Advertisement No. PR/P/SRD-PwBD/39 (2017-18)

Date: \_\_\_\_\_

To

The Accounts Officer,  
Indian Oil Corporation Limited,  
Panipat Refinery & Petrochemical Complex  
Panipat,  
**Haryana-132103**

Dear Sir,

I hereby give my consent to accept the payments of our claims on IOCL internet based online e-payments system at the sole discretion of IOCL. My Bank Account details for the said purpose are as under:-

Sl. No.	Particulars	Details
1.	Roll No.	
2.	Name of the Candidate	
3.	Category (SC/ST/PwD)	
4.	Post Code & Name of the post applied for	
5.	Mailing Address	
6.	Core Banking Account Number (of the candidate)	
7.	Branch Name and Address of the Bank	
8.	IFSC Code	
9.	PAN No. (if available)	
10.	E-mail ID	
11.	Mobile No.	

Original cancelled cheque related to the above account number for verifying the accuracy of the bank details is enclosed.

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

(Signature of the Candidate)

Bank Verification is required only in case

- Candidates not providing a cancelled cheque leaf (original) or if candidates name is not printed/appearing on the cancelled cheque Leaf (original) submitted to IOCL.
- Change in existing details.
- Please attach photocopy of Bank Pass Book, if cancelled cheque leaf not attached.

**Bank Verification:-**

**I hereby confirm that the above accounts details of account holder are correct in all respects and the account of Beneficiary (Candidate) is maintained at our Bank Branch.**

**(Name of the Bank & Branch)  
Authorized Signatory)**



<b>CHECKLIST OF DOCUMENTS (SELF CERTIFIED) TO BE SUBMITTED ALOGN WITH THE APPLICATION</b>		
Sl No.	Please put tick ( √ ) mark for the submitted documents in appropriate box	
1	Print out of On - line Application Form	
2	Identity Proof (Driving License/Voter Id/PAN Card/Aadhaar Card/Passport etc.)	
3	Proof of Date of Birth: Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.	
4	Xth Pass & XIIth Pass Certificates and Mark Sheets	
5	Diploma/B.Com/ITI (Fitter) Certificate issued by the respective Board/University	
6	All Mark Sheets (Semesters) of Diploma/B.Com/ITI (Fitter) issued by the respective Board/University.	
7	Certificate from the Institute where the candidate has pursued his Degree/Diploma/ITI/Sandwich Diploma (Industrial training as part of the course with no break) course mentioning that the course is a regular full time course and the date of publication of result of the final year/ final semester of the Degree / Diploma course in case the date of declaration of result is not mentioned in the Mark sheet.	
8	Copy of documents pursuing higher qualification (suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited).	
9	Proof of Regular full time ITI (Fitter) course recognized by NCVT/SCVT.	
10	Proficiency certificate from BOAT and SCVT/NCVT certificate in case of Apprentices.	
11	Proof of Ex-Servicemen (ESM-PwBD) Service certificate and qualification etc.	
12	Experience Certificate - Offer letter, joining letter, experience letter, Pay Slip, increment letter, relieving letter etc. as a proof of Experience.	
13	'No Objection Certificate' from the employer in case the Candidate is employed with Government / PSUs Bodies etc	
14	For Large Industrial Establishment proof it is required to attached a copy of the relevant page of the last published Balance Sheet of the establishment under self-certificate by the candidate,	
15	Copy of SC/ST/OBC (NCL) certificate in the prescribed format (if any)	
16	PwBD Certificate (Mandatory)	
17	Copy of Aadhaar Card (Mandatory)	
18	2 passport size Photographs	
19	Document with Reason of declared UNFIT earlier in case of medical examination conducted by any Refinery (If any)	
20	Documents of Declaration of any ailments, deficiencies or abnormalities, and also any finding of not meeting the physical fitness criteria as per Indian Oil's Pre-employment medical standard	
21	Any other relevant documents in support of qualifications, experience, category, medical, age etc. as mentioned in our Advertisement No. PR/P/SRD-PwBD/39 (2017-18)	

Signature of the Candidate:

Name:

Application No.:

Post Applied For:

Mobile No.:

Email Id:

Address:

Date :